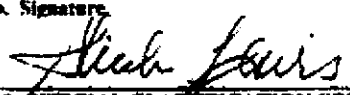
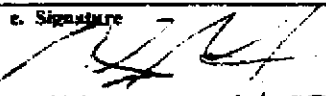
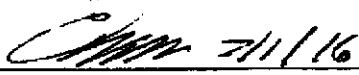


OLEM20160921315

United States Environmental Protection Agency POSITION DESCRIPTION COVER SHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER N002814	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position OPM/PCS EPS Series, GS-0028, 3/95					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	13	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Communications Lead		6. NAME OF EMPLOYEE KOID			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Enforcement and Compliance Assurance		g.			
c. Office of Environmental Justice		h. Employing Office Location Washington, DC			
d.		i. Organization Code BB000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5 U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5 U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5 U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sheila Lewis, Deputy Director OEJ		d. Typed Name and Title of Second-Level Supervisor Matthew Tejada, Director OEJ			
b. Signature 	c. Date 4/14/2016	e. Signature 	f. Date 4/14/16		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input type="checkbox"/> This position has no promotion potential <input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: 14					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbents	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 00	
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management (Duties <u>100</u> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 7/1/16
11. REMARKS					

**Office of Enforcement of Compliance Assurance
Office of Environmental Justice**

Environmental Protection Specialist, GS-0028-13

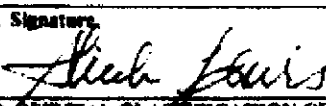
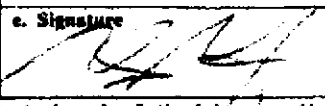
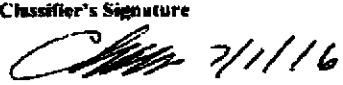
Statement of Difference

This is a developmental position that has been engineered downward to accommodate recruitment at a lower level and develop the incumbent for the target GS-0028-14 position. This position contains the same duties as the target GS-14 position except for Factor 2, Supervisory Controls. Whereas at the target grade the incumbent performs with administrative supervision only and functions with extraordinary independence, at this developmental level the incumbent will receive both administrative and technical supervision. The supervisor will set the overall objectives of assignments and resources available; supervisor and employee in consultation will determine work to be done and deadlines for completion; incumbent independently plans and carries out the work, resolving most problems that arise; work is reviewed for conformance with overall objectives, compatibility with other work, and effectiveness in meeting objectives.

As experience is gained, controls will be gradually relaxed until the incumbent is performing with the level of independence described for the target position.

A copy of the PD for the target grade is attached.

OLEM20160921315

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER N002814	
3. CLASSIFICATION ACTION a. Reference of Series and Date of Standards Used to Classify this Position OPM PCS EPS Series, GS-0028, 3/95					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	
4. Supervisor's Recommendation					
5. ORGANIZATIONAL TITLE OF POSITION (if any) Communications Lead		6. NAME OF EMPLOYEE Vacancy			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Office of Enforcement and Compliance Assurance		e.			
c. Office of Environmental Justice		h. Employing Office Location Washington, DC			
d.		i. Organization Code BB000000			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Sheila Lewis, Deputy Director OEJ		d. Typed Name and Title of Second-Level Supervisor Matthew Tejada, Director OEJ			
b. Signature 	c. Date 4/14/2016	e. Signature 	f. Date 4/14/16		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential. If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. FSB Risk Designation <input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input checked="" type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 00	
g. Bargaining Unit Code 1043	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input checked="" type="checkbox"/> Extramural Resources Management (Duration: 25 % of time) <input type="checkbox"/> This position is subject to random drug testing ()		i. Classifier's Signature 		j. Date 7/1/16
11. REMARKS					

**Office of Enforcement and Compliance
Office of Environmental Justice**

Environmental Protection Specialist, GS-0028-14

I. Introduction

This position is located in the Office of Environmental Justice, Assistant Administrator for Enforcement and Compliance Assurance. The Office serves as a centralized unit to address environmental impacts on minority and low-income populations. The Office coordinates communication, outreach, education and training of the public on environmental justice issues, provides technical and financial assistance to outside groups on environmental justice concerns, and serves as a central repository of environmental justice information. The Office engages in environmental justice research and demonstration projects, outreach and education to communities and administers a multi-million dollar federal assistance program to provide communities with opportunities for self-empowerment as well as partnership grants to universities working with communities.

II. Major Duties and Responsibilities

1. The incumbent serves as the Senior Communications and Outreach Program Manager on cooperative agreements awarded and managed by the office of Environmental Justice. This requires knowledge of community needs, as well as an ability to work closely with regional staff.
2. Contributes to the development of environmental justice standards by performing research from a variety of sources including available literature, information and viewpoints that represent concerns of various civil rights groups, community leaders, and civil groups. The incumbent is responsible for summarizing the information, identifying trends or issues that cross communities and providing this information in the form of option or position papers which may include recommendations for inclusion in the development of standards.
3. Serves as an environmental justice leader with representatives of the media programs to develop an appreciation of agency pollution prevention, clean-up, and regulatory activities and to help foster an increased sensitivity within these programs to environmental justice activities.
4. Participates in conferences, interagency meetings, task forces and workgroups with a variety of groups which serve to represent Environmental Justice interests or concerns, or are impacted by proposed environmental justice activities. The incumbent is responsible for developing agenda items, presentations and related conference materials, including graphs and charts or pamphlets for Spanish-speaking audiences, translating speeches for the Office Director.

Factor 1. Knowledge Required

Level 1-8 1550 Points

The work requires expert knowledge of the theories and principles of environmental protection, and important environmental laws (e.g., CAA, CWA, SDWA, etc.) as they relate to issues of environmental justice and the impacts of environmental laws, policies, legislation and regulation on communities, local governments, and other stakeholders in order to serve as an authority in the development and/or promulgation of outreach programs.

Knowledge of the interests and priorities of EJ communities, including common interests and priorities shared by EJ communities across the nation.

Thorough knowledge of the agency's organizational structure, program, and relationships to determine where they are likely to impact minority communities or address issues of EJ. Ability to apply comprehensive qualitative and quantitative analytical techniques, such as the development and administration of questionnaires, synthesize information compiled from reports, or from research, or the preparation of charts and graphs.

Factor 2. Supervisory Controls

Level 2-5 650 Points

The incumbent works under the administrative direction of the Director of the Office of Environmental Justice, with assignments given in in term of broadly defined missions and functions. The employee has responsibility for planning, designing, and carrying out programs, projects, studies, or other work independently. Results of the work are considered to be technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence on the overall EJ program for the agency. Recommendations for new projects and alteration of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

Factor 3. Guidelines

Level 3-5 650 Points

Guidelines consist of basic administrative policy statements concerning EJ issues and problems being studies; may include reference to pertinent legislative history, related court decisions, state and local laws, or policy initiatives of agency management.

The employee uses judgment and discretion in determining the intent, and in interpreting and revising existing policy and guidance for use by others within or outside the employing organization. The employee reviews proposed legislation, regulations, or guidance that would significantly change the basic character of agency EJ programs, the way the agency conducts its business with the public or with private industry in communities with EJ issues, or that modify important inter-agency relationships.

Factor 4. Complexity

Level 4-5 325 Points

The work includes varied duties requiring many different and unrelated processes and methods to be applied to a broad range of activities involving EJ issues. The incumbent is required to interpolate from sociological data in order to make recommendations as to how it will fit with communities with EJ concerns. The work requires originating new techniques, establishing criteria, or developing new information.

Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in the EJ program, technological developments, unknown phenomena, or conflicting requirements.

Factor 5. Scope and Effect**Level 5-5 325 Points**

The purpose of the work is to lead the agency's efforts in outreach, education, and training of the public in EJ issues and to provide information on opportunities for federal assistance and other programs to resolve EJ issues in affected communities. The employee's work serves a major role in the achievement of the goals of the national EJ program.

Factor 6. Personal Contacts**Level 6-4 110 Points**

Contacts include representatives of communities, state agencies, local government agencies, industry representatives, and individuals seeking information, as well as employees, supervisors and managers in other parts of EPA and other parts of the Federal government in a moderately unstructured setting. Works with grantee, contractors, and representatives from the above names types of organizations to manage nationwide projects and work groups made up of representatives from all such groups. Incumbent schedules national meetings addressing EJ, which will include high ranking officials from outside the EPA, and in some cases, nationally recognized experts, government officials, presidents of corporations and national unions, state governors, and local mayors.

Factor 7. Purpose of Contacts**Level 7-3 120 Points**

Purposes of contacts are to facilitate decision-making on EPA's involvement in EJ projects; lead work groups and oversee projects of national scope in solving EJ issues; influencing, motivating, and convincing persons from local communities, industry, and interest groups in order to obtain agreement on the EPA's position on EJ concerns, gain agreement on future direction, establish a mutually beneficial approach to solving common problems; presenting the EPA's position on many controversial EJ issues; presenting alternatives and developing compromises.

Factor 8. Physical Demands**Level 8-1 5 Points**

The work is primarily sedentary.

Factor 9. Work Environment**Level 9-1 5 Points**

The work is performed in an office environment.

Total Points: 3740

Conversion: 3605—4050 = GS-14

This position is appropriately classified as: Environmental Protection Spec., GS-0028-14

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>K. Olp</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number <u>N002814</u>	<input type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Environmental Protection Specialist</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>GS-1314</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>Office of Environmental Justice</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>4/14/2016</u>
Personnel Specialist's <u>[Signature]</u>	Date <u>7/1/16</u>

Part 1. Contracts Management Duties	
Pre-award: <input checked="" type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input checked="" type="checkbox"/> Obtains funding commitments <input checked="" type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input checked="" type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input type="checkbox"/> Reviews contractor work plans <input type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input checked="" type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Percentage of Time Spent on Contracts Management <div style="text-align: center;">10 %</div>	

Continued

Part 2. Grants/Cooperative Agreements Duties**Pre-application/Application:**

- ☐ Prepares solicitation for proposals
- ☐ Identifies potential grantees for area of program emphasis
- ☐ Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- ☐ Provides administrative information to applicants
- ☐ Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- ☐ Assists applicant in resolving issues in application
- ☐ For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- ☐ Negotiates level of funding
- ☐ Conducts site visits to evaluate program capability
- ☐ Serves as resource to Selection Panel
- ☐ Informs applicants of funding decisions
- ☐ Other (list)

Award:

- ☐ Prepares funding package, including Decision Memorandum
- ☐ Obtains concurrences/approvals
- ☐ Reviews/concurs in completed document
- ☐ Establishes project file
- ☐ Other (list)

Project Management/Administration:

- ☒ Monitors recipient's activities and progress
- ☐ Reviews reports and deliverables and notifies recipient of comments
- ☒ Provides technical assistance to recipients

Part 3. Interagency Agreements Duties**Pre-Agreement:**

- ☐ Plans and negotiates work effort
- ☐ Estimates costs
- ☐ Obtains funding commitments
- ☐ Prepares commitment notice
- ☐ Writes or reviews scope of work
- ☐ Responds to pre-agreement inquiries
- ☐ Participates in pre-agreement conferences
- ☐ Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- ☐ Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- ☐ Performs technical evaluation of work plan and budget
- ☐ Prepares funding package and obtains necessary concurrences
- ☐ Other (list)

Project Management/Administration:

- ☐ Reviews progress reports/financial reports

- ☐ Advises Grants Management Office of potential problems/issues
- ☐ Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- ☐ Approves payments requests or ACH drawdowns
- ☐ Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- ☐ Negotiates amendments
- ☐ Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- ☐ When necessary, recommends termination of the agreement
- ☐ Resolves with Grants Management Office administrative and financial issues
- ☐ Conducts periodic reviews to ensure compliance with agreement
- ☐ Other (list)

Close-out:

- ☐ Certifies deliverables were satisfactory and timely
- ☐ Provides assistance to recipients and Grants Management Office to ensure timely close-out
- ☐ Reconciles payment with work performed
- ☐ Notifies recipient of close-out requirements
- ☐ Obtains legal assistance if necessary to resolve incomplete close-out
- ☐ If project is audited, responds to issues and ensures recipient complies with audit recommendations
- ☐ Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

5 %

- ☒ Monitors cost management and overall technical performance
- ☐ Participates in decisions about project modification/termination
- ☐ Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Reviews final report
- ☐ Decides on disbursement of equipment
- ☐ Reconciles payments with work performed
- ☐ Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- ☐ Certifies deliverables
- ☐ Resolves close-out issues with Grants Management Office/other agency
- ☐ Other (list)

Percentage of Time Spent on Interagency Agreements Management:

5 %